

~~SECRET~~

## FINANCE DIVISION

## OPERATIONS &amp; LIAISON BRANCH

NOTICE NO. 26

~~CONFIDENTIAL~~

9 May 1957

SUBJECT : Operational Entertainment at Class "B" Stations

REFERENCE: 

1. Paragraph 3b(3) of  requires a deduction of \$1.00 for each employee not in a travel status present at an operational meal, but provides that waiver of the deduction may be approved by the Chief of Station or Base in unusual cases.

2. The regulation prescribes no particular form or certificate to be executed by the Chief of Station or Base in order to approve a waiver of the deduction. Therefore, it has been determined that henceforth the reimbursement in full to the claimant and the approval of the summary accounting by the Chief of Station or Base may be accepted as evidence that the Chief of Station or Base intended to waive the deduction.

3. It is recognized that in some cases the Chief of Station or Base may have made and approved full reimbursement through inadvertence or error, but in view of the small amounts involved compared to the high cost of creating and clearing suspensions, items will be suspended only in those instances where it is clearly indicated (by memorandum, notations on the voucher, etc.) that it was not in fact the intent of the Chief of Station or Base to waive the deduction.

4. To ensure that the Chief of Station or Base understands the basis on which we have accepted the claim, paragraphs similar to those shown below will in all cases be included in the next dispatch to the Station or Base concerning an accounting on which reimbursement for operational entertainment meals has been claimed. These sample paragraphs should, of course, be changed to fit the facts of the particular case, but however it is worded, the point should be made clear that the acceptance is based on a determination made by the Chief of Station or Base by his approval of the accounting.

"Paragraph 3b(3) of  to which your attention is called, provides for a deduction of \$1.00 for each employee not in a travel status present at an operational entertainment meal for which reimbursement is claimed. Waivers of deductions may be approved by the Chief of Station or Base.

No Change in Class. ☐  
☐ Declassified

Class. Changed To: 13 S ☒  
 Date: 1981-11-12

~~CONFIDENTIAL~~

~~SECRET~~

## OPERATIONS &amp; LIAISON BRANCH NOTICE NO. 26 (Continued)

~~CONFIDENTIAL~~

"Vouchers \_\_\_\_\_ and \_\_\_\_\_ reflect operational entertainment meals for which no deductions were made, but neither the voucher or the summary accounting contain an indication as to whether or not a waiver under your authority as Chief of \_\_\_\_\_ was intended. Nevertheless, inasmuch as you have reimbursed the claimant the full amount in your capacity as Official Custodian and have approved the full amount in your capacity as an Authorized Approving Officer (See \_\_\_\_\_ particularly paragraphs 3a and 7) 25X1 it does appear that a waiver of the deductions was intended by you. Therefore, full credit has been allowed for the entertainment claimed.

"It is to be noted that this represents a change from our previous procedure; therefore, items in this category suspended from previous accountings (See dispatches \_\_\_\_\_ and \_\_\_\_\_) are being cleared and no further action on your part is required unless waiver of the deductions does not meet with your approval. In this event, deductions not taken should be collected and reflected in your next station accounting with an explanation of the source of the funds and reference to this dispatch.

"If the handling of these claims is not in accordance with your desires, please advise."

/s/  
Chief, Operations & Liaison Branch

CONCUR: \_\_\_\_\_ /s/  
Chief, Finance Division

25X1

~~CONFIDENTIAL~~